

## **Virtual Meeting Ground Rules**

### **Audio/Video**

- Join the meeting from a quiet area out of respect to others on the line.
- If your computer audio is susceptible to feedback, use headphones with a microphone (not your computer speakers).
- **When you are not speaking – please go on mute.**
- Turn on your video in order for us to see each other, especially when speaking.
- Place cell phones on vibrate; silence notifications from computer calendar and email.
- Submit questions during the presentations through the chat feature in GoToMeeting
- When called upon by a facilitator to ask or clarify the question, introduce yourself with name, title, and location when asking a question or commenting
- Participants are encouraged to use their computer for video and audio but, as a backup only, if you are having difficulty hearing or are having a slow/interrupted internet connection, try using closed captioning or dial into the GoToMeeting phone number.

### **Presentations**

- To make the meeting run smoothly, facilitators will run the slide presentations. Presenters should call out “next slide” or slide numbers when speaking.
- **Submit questions & comments during the presentations through the chat feature in GoToMeeting. Facilitators will call on attendees in order of questions received.**
- Allow time for responses – participants may have a communication lag or need to go off mute.
- Any questions requiring more time than what is allotted for the session or requiring research will be added to the Parking Lot.

### **Logistics**

- Please stick to the schedule and come back promptly from breaks and be ready to re-engage. Breaks are firm, fixed timeframes.
- Stay focused and stay engaged during the meeting. The expectation is that we are focused on the meeting and will not try to manage other work and email.

## **OTHER CONSIDERATIONS FOR FOLKS HELPING**

### **Facilitator Duties**

- Coordinate participant introductions at the beginning of each meeting day
- Introduce briefers
- Manage presentation and discussion time
- Maintain focus and discussions on the intent of the meeting
- Monitor chat section for questions or issues
- Enforce meeting participant guidelines
- Highlight the use of the Parking Lot

### **Rapporteur Duties**

- Capture the key points of each topic/discussion, actions, and Parking Lot items
- Quickly clean up the meeting notes
- Build in 5-minute stretches, especially for long discussions or sessions